

DDA
Subject
DDA-1078X

ROUTING AND TRANSMITTAL SLIP		Date
		9 JUN 1986
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DIRECTOR OF TRAINING AND EDUCATION		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate XXX	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

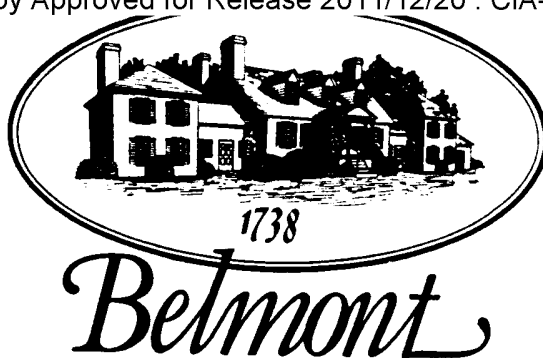
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXO/DDA	Phone No.

8041-102

*USGPO: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT



84-1078x

June 4, 1986

STAT

[Redacted]
Administration Deputy Director
Central Intelligence Agency
Washington, D.C. 20505

Dear [Redacted]

STAT

Have you ever needed to retreat with your key people to a private spot and focus on a task? Belmont is the small conference center that fills this need. We are not too far away and not too expensive. We accept only one meeting at a time, thereby assuring your group the undivided attention of our staff.

Belmont offers comfortable accommodations, wonderful food, and gracious surroundings in a historic setting. Your people will enjoy the experience. Our prices are moderate, especially in the summer when we can offer reduced rates.

Please return the enclosed card for more information about the Belmont Conference Center and how we can help insure the success of your meeting, as we have for so many other government agencies.

Sincerely yours,

Ann Higgins

Ann C. Higgins
General Manager

ACH:MF
Enclosure

The American Chemical Society Conference Center
6555 BELMONT WOODS ROAD / ELKRIDGE, MARYLAND 21227 / 301-796-4300